



***ROANOKE CITY COUNCIL
REGULAR SESSION***

***NOVEMBER 3, 2003
9:00 A.M.***

***EMERGENCY OPERATIONS CENTER
CONFERENCE ROOM***

AGENDA

Call to Order--Roll Call.

1. A communication from Mayor Ralph K. Smith requesting that Council convene in a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.
2. Items listed on the 2:00 p.m. Council docket requiring discussion/clarification; and additions/deletions to the 2:00 p.m. docket.
3. Topics for discussion by the Mayor and Members of Council.
4. Committee liaison reports by the Mayor and Members of Council.

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5. Suggestions for improved Council/citizen communications. The following items were discussed at the September 5, 2003 Council Retreat:

- Provide RVTV coverage of informal Council briefings and joint sessions of Council with certain Council appointed committees
- Brief introduction by the City Manager of items listed under the City Manager's section of the agenda
- Display announcements read by the Mayor at the beginning of the Council meeting on a screen in the Council Chamber
- Televisе a summary of the Council meeting on RVTV Channel 3 immediately following each session
- Electronic voting by the Mayor and Members of Council as a time saving measure

6. Briefings:

- | | | | |
|---------------------------------------|---|------------|------|
| • Memorial Avenue Update | - | 20 minutes | P 10 |
| • Franklin Road and Elm Avenue Update | - | 20 minutes | P 11 |
| • Boundary Adjustment | - | 20 minutes | P 12 |

THE COUNCIL MEETING WILL BE DECLARED IN RECESS TO BE RECONVENED AT 2:00 P.M., IN THE COUNCIL CHAMBER.

THE LEGISLATIVE COMMITTEE WILL MEET AT 12:00 NOON IN ROOM 159.

THE BUDGET AND PLANNING COMMITTEE WILL MEET AT 1:15 P.M., IN ROOM 159.



***ROANOKE CITY COUNCIL
REGULAR SESSION***

***NOVEMBER 3, 2003
2:00 P.M.***

CITY COUNCIL CHAMBER

AGENDA

1. Call to Order--Roll Call.

The Invocation will be delivered by The Reverend E. T. Burton, Pastor, Sweet Union Baptist Church.

The Pledge of Allegiance to the Flag of the United States of America will be led by Mayor Ralph K. Smith.

Welcome. Mayor Smith.

NOTICE:

Meetings of Roanoke City Council are televised live on RVTV Channel 3. Today's meeting will be replayed on Channel 3 on Thursday, November 6, 2003, at 7:00 p.m., and Saturday, November 8, 2003, at 4:00 p.m. Council meetings are now being offered with closed captioning for the hearing impaired.

ANNOUNCEMENTS:

THE PUBLIC IS ADVISED THAT MEMBERS OF COUNCIL RECEIVE THE CITY COUNCIL AGENDA AND RELATED COMMUNICATIONS, REPORTS, ORDINANCES AND RESOLUTIONS, ETC., ON THE THURSDAY PRIOR TO THE COUNCIL MEETING TO PROVIDE SUFFICIENT TIME FOR REVIEW OF INFORMATION. CITIZENS WHO ARE INTERESTED IN OBTAINING A COPY OF ANY ITEM LISTED ON THE AGENDA MAY CONTACT THE CITY CLERK'S OFFICE, ROOM 456, NOEL C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, S. W., OR CALL 853-2541.

THE CITY CLERK'S OFFICE PROVIDES THE MAJORITY OF THE CITY COUNCIL AGENDA ON THE INTERNET FOR VIEWING AND RESEARCH PURPOSES. TO ACCESS AGENDA MATERIAL, GO TO THE CITY'S HOMEPAGE AT WWW.ROANOKEGOV.COM, CLICK ON THE ROANOKE CITY COUNCIL ICON, CLICK ON MEETINGS AND AGENDAS, AND DOWNLOAD THE ADOBE ACROBAT SOFTWARE TO ACCESS THE AGENDA.

ALL PERSONS WISHING TO ADDRESS COUNCIL ARE REQUESTED TO REGISTER WITH THE STAFF ASSISTANT WHO IS LOCATED AT THE ENTRANCE TO THE COUNCIL CHAMBER. ON THE SAME AGENDA ITEM, ONE TO FOUR SPEAKERS WILL BE ALLOTTED FIVE MINUTES EACH, HOWEVER, IF THERE ARE MORE THAN FOUR SPEAKERS, EACH SPEAKER WILL BE ALLOTTED THREE MINUTES.

ANY PERSON WHO IS INTERESTED IN SERVING ON A CITY COUNCIL APPOINTED AUTHORITY, BOARD, COMMISSION OR COMMITTEE IS REQUESTED TO CONTACT THE CITY CLERK'S OFFICE AT 853-2541, OR ACCESS THE CITY'S HOMEPAGE AT WWW.ROANOKEGOV.COM, TO OBTAIN AN APPLICATION.

2. PRESENTATIONS AND ACKNOWLEDGMENTS:

Proclamation declaring Saturday, November 15, 2003, as America Recycles Day.

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Proclamation declaring Saturday, November 15, 2003, as Valley Bookfest Day.

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3. CONSENT AGENDA

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE MEMBERS OF CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF DISCUSSION IS DESIRED, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

C-1 Minutes of the regular meeting of Council held on Monday, September 15, 2003.

P 15

RECOMMENDED ACTION: Dispense with the reading of the minutes and approve as recorded.

C-2 A communication from the City Manager requesting that Council schedule a public hearing for Monday, November 17, 2003, at 7:00 p.m., or as soon thereafter as the matter may be heard, with regard to the proposed conveyance of an easement across City-owned property along Tinker Creek, identified as Official Tax No. 4321020.

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RECOMMENDED ACTION: Concur in the request.

C-3 Qualification of the following persons:

Calvin H. Johnson and Thomas G. Powers, Jr., as members of the Roanoke Civic Center Commission, for terms ending September 30, 2006; and

Minnis E. Ridenour as a Commissioner of The Hotel Roanoke Conference Center Commission, for a term ending June 30, 2005.

RECOMMENDED ACTION: Receive and file.

REGULAR AGENDA

4. PUBLIC HEARINGS: NONE.

5. PETITIONS AND COMMUNICATIONS:

- a. Request of the Virginia Association of the Blind, Shenandoah Division, to address Council with regard to funding for the Therapeutic Division of Roanoke County Parks and Recreation V.I.P. Program for the Visually Impaired. John Elliott, President, Spokesperson. (Sponsored by Mayor Smith and Council Member Cutler)

P 17

6. REPORTS OF OFFICERS:

- a. CITY MANAGER:

BRIEFINGS: NONE.

ITEMS RECOMMENDED FOR ACTION:

1. Appropriation of Industrial Access Road funds in connection with Blue Hills Drive extension, located in the Roanoke Centre for Industry and Technology.
2. Execution of a Lease Amendment with the Department of General Services to decrease the amount of space being leased in the Commonwealth Building, and permitting the Department of Fire Programs to vacate the building, effective December 1, 2003.

P 18;
B/O 20

P 21;
O 25

- b. DIRECTOR OF FINANCE:

1. Financial Report for the month of September 2003.

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7. REPORTS OF COMMITTEES: NONE.

8. UNFINISHED BUSINESS: NONE.

9. INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS: NONE.

10. MOTIONS AND MISCELLANEOUS BUSINESS:

- a. Inquiries and/or comments by the Mayor, Vice-Mayor and Members of City Council.
- b. Vacancies on certain authorities, boards, commissions and committees appointed by Council.

11. HEARING OF CITIZENS UPON PUBLIC MATTERS:

CITY COUNCIL SETS THIS TIME AS A PRIORITY FOR CITIZENS TO BE HEARD. MATTERS REQUIRING REFERRAL TO THE CITY MANAGER WILL BE REFERRED IMMEDIATELY FOR RESPONSE, RECOMMENDATION OR REPORT TO COUNCIL.

12. CITY MANAGER COMMENTS:

CERTIFICATION OF CLOSED SESSION.

THE COUNCIL MEETING WILL BE DECLARED IN RECESS UNTIL FRIDAY, NOVEMBER 14, 2003, AT 12 NOON AT THE SALEM CIVIC CENTER, PARLOR C, 1001 BOULEVARD, SALEM, VIRGINIA, FOR THE REGIONAL LEADERSHIP SUMMIT WITH GENERAL ASSEMBLY REPRESENTATIVES.

***MOTION AND CERTIFICATION
WITH RESPECT TO
CLOSED MEETING***

FORM OF MOTION:

I move, with respect to any Closed Meeting just concluded, that each member of City Council in attendance certify to the best of his or her knowledge that (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (2) only such public business matters as were identified in any motion by which any Closed Meeting was convened were heard, discussed or considered by the members of Council in attendance.

PLEASE NOTE:

1. The forgoing motion shall be made in open session at the conclusion of each Closed Meeting.
2. Roll call vote included in Council's minutes is required.
3. Any member who believes there was a departure from the requirements of subdivisions (1) and (2) of the motion shall state prior to the vote the substance of the departure that, in his or her judgement, has taken place. The statement shall be recorded in the minutes of City Council.



RALPH K. SMITH
Mayor

CITY OF ROANOKE
OFFICE OF THE MAYOR

215 CHURCH AVENUE, S.W., ROOM 452
ROANOKE, VIRGINIA 24011-1594
TELEPHONE: (540) 853-2444
FAX: (540) 853-1145

November 3, 2003

The Honorable Vice-Mayor and Members
of the Roanoke City Council
Roanoke, Virginia

Dear Members of Council:

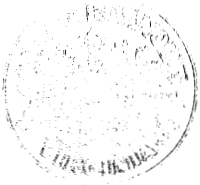
This is to request a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

Sincerely,

A handwritten signature in black ink, which appears to read "Ralph K. Smith". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Ralph K. Smith
Mayor

RKS:snh



CITY OF ROANOKE
OFFICE OF THE CITY MANAGER

Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364
Roanoke, Virginia 24011-1591
Telephone: (540) 853-2333
Fax: (540) 853-1138
CityWeb: www.roanokegov.com

November 3, 2003

Honorable Ralph K. Smith, Mayor, and Members of City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

Subject: Memorial Avenue Update

This is to request space on Council's regular agenda for a 20-minute briefing on the above referenced subject.

Respectfully submitted,

A handwritten signature in black ink, reading "Darlene L. Burcham". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Darlene L. Burcham
City Manager

DLB:sm

c: City Attorney
Director of Finance
City Clerk



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November 3, 2003

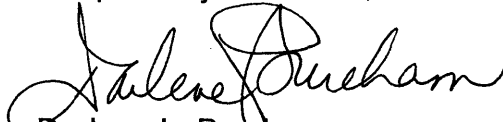
Honorable Ralph K. Smith, Mayor, and Members of City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

Subject: Franklin Road and Elm
Avenue Update

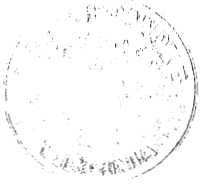
This is to request space on Council's regular agenda for a 20-minute briefing on the above referenced subject.

Respectfully submitted,


Darlene L. Bureham
City Manager

DLB:sm

c: City Attorney
Director of Finance
City Clerk



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November 3, 2003

Honorable Ralph K. Smith, Mayor, and Members of City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

Subject: Boundary Adjustment

This is to request space on Council's regular agenda for a 20-minute briefing on the above referenced subject.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Darlene L. Burcham". The signature is fluid and cursive.

Darlene L. Burcham
City Manager

DLB:sm

c: City Attorney
Director of Finance
City Clerk

Office of the Mayor

CITY OF



ROANOKE

Proclamation

WHEREAS, America Recycles Day is a national event designed to invigorate the commitment of citizens to recycling, reducing waste and choosing products made with recycled materials; and

WHEREAS, the City of Roanoke has offered free "commingled" curbside collection of mixed paper and cardboard, and glass, plastic, aluminum cans and steel cans since 2001, and invites all citizens, schools, businesses and places of worship to recycle with the City of Roanoke; and

WHEREAS, five important reasons why Americans should recycle and buy products made from recycled materials are: recycling Saves Natural Resources - by producing products from recycled materials, citizens conserve land and reduce the need to drill for oil and dig for materials; Saves Energy - it takes less energy to produce recycled products; Saves Clean Air and Water - producing products from recycled materials create less air and water pollution than products from virgin materials; Saves Landfill Space - landfill space is conserved when recycled materials go into new products; Saves Money and Creates Jobs - recycling and remanufacturing activities account for more than one million jobs in the United States; and

WHEREAS, the City of Roanoke will recognize America Recycles Day with numerous public events, including a recycling pledge card drawing with prizes donated by local sponsors, a home composting workshop on November 8, an after-school program at Jackson Park Library on November 12, a film screening of "The Next Industrial Revolution", and an Environmental Studies Writers' Session on November 15, which is part of the Valley Bookfest at the Main Branch of the Roanoke Public Library.

NOW, THEREFORE, I, Ralph K. Smith, Mayor of the City of Roanoke, Virginia, encourage all citizens, schools, businesses and places of worship to participate and to support recycling efforts by submitting their "Pledge Card" during the period of November 3 - 14, 2003, and do hereby proclaim Saturday, November 15, 2003, throughout this great All-America City, as

AMERICA RECYCLES DAY.

Given under our hands and the Seal of the City of Roanoke this third day of November in the year two thousand and three.

ATTEST:

A handwritten signature in cursive script, reading "Mary F. Parker".

Mary F. Parker
City Clerk



Ralph K. Smith
Mayor

Office of the Mayor

CITY OF  ROANOKE

Proclamation

WHEREAS, *expanding the level of literacy in communities through access to the highest quality library and information services is the goal of libraries that are advocates of 21st Century Literacy across the country; and*

WHEREAS, *the need for a highly literate citizenry is essential to our City today and in the future as we move toward enhancing economic development and quality of life within municipal boundaries; and*

WHEREAS, *libraries have developed a climate to promote and to expand literacy in communities by creating library-sponsored pre-school storytimes, reading clubs for people of all ages, collaborating with volunteer and community-based organizations to provide access to basic skills/literacy services to youth and adults and community-oriented festivals aimed at celebrating reading and writing; and*

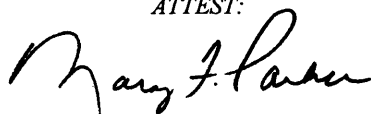
WHEREAS, *all citizens are urged to learn more about the importance of literacy and to attend a book festival which celebrates the writing of authors from Southwest Virginia, to be held on Saturday, November 15, 2003, at the Roanoke Main Library.*

NOW, THEREFORE, I, Ralph K. Smith, Mayor of the City of Roanoke, Virginia, in recognition of efforts made by the Roanoke Public Libraries in the area of literacy and to celebrate implementation of the second community-wide celebration of reading and writing, do hereby proclaim Saturday, November 15, 2003, throughout this great All-America City, as

VALLEY BOOKFEST DAY.

Given under our hands and the Seal of the City of Roanoke this third day of November in the year two thousand and three.

ATTEST:



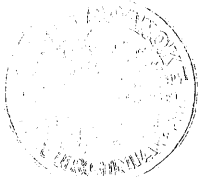
Mary F. Parker
City Clerk



Ralph K. Smith
Mayor

MINUTES FOR SEPTEMBER 15, 2003

WILL BE E-MAILED ON FRIDAY.



CITY OF ROANOKE

OFFICE OF THE CITY MANAGER

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November 3, 2003

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Request of Plantation Pipeline
Company for Easement on City
Property – Tax Map #4321020

Pursuant to the requirements of the Virginia Code, the City of Roanoke is required to hold a public hearing on the proposed conveyance of property rights. This is to request that a public hearing be advertised on the above matter for Council's regular meeting to be held on Monday, November 17, 2003. A full report will be included in the November 17, 2003, agenda material for your consideration.

Respectfully submitted,

A handwritten signature in black ink, reading "Darlene L. Burcham". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Darlene L. Burcham
City Manager

DLB/SEF

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Sarah E. Fitton, Engineering Coordinator

10-27-2003

To Ms. Mary Parker: Clerk City of Roanoke, VA

FAX # 540 953 1145

FROM: Mr. John ELLIOTT: President of VA. Association of Blind, Shenandoah

Division. Address: 6024 Williamson Rd Roanoke VA

Subject: Request for additional funds for The Therapeutic Division
of Roanoke County Parks and Recreation, which includes V.I.P. program
for the visually impaired.

Mr Elliott wishes to speak for five minutes to city council on November 3rd 2003

AT 2:00 P.M. Wilma Spangler, 2311 Crystal Sp. Ave SW Roanoke VA would to speak for 5 minutes
also.

Sponsors: Mayor Ralph Smith and Councilman Dr. Rupert Cutler

This fax prepared by Wilma Spangler, 2311 Crystal Sp. Ave SW # B, Roanoke VA 24014

Thanks

Ph. 540 981-2783

Item #71999



CITY OF ROANOKE OFFICE OF THE CITY MANAGER

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November 3, 2003

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Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Industrial Access Road Funds Blue Hills
Drive Extension

Blue Hills Drive, providing access for the industries located in the Roanoke Centre for Industry and Technology (RCIT), has been extended as needed to serve the various parcels as they have been developed. An extension to Blue Hills Drive needs to be completed to allow industrial access to the remaining parcels in RCIT.

Council previously adopted Resolution No. 36296-050503, requesting that the Commonwealth Transportation Board provide financing up to \$450,000, on a matching basis, from the Industrial, Airport and Rail Access Fund for the final extension of Blue Hills Drive. Such Resolution also authorized the City Manager to execute documentation necessary to accept such funds.

The City's request was approved by the Board on September 17, 2003. Such approval is of a bonded nature, which means the City would be required to pay back any funds it receives if the required development does not occur at RCIT. An account needs to be established to accept any funds the City may receive.

Recommended Action(s):

Appropriate funding to account no. 008-052-9632-9007 – RCIT Infrastructure Extension in the Capital Projects Fund and establish a revenue estimate of the same.

Respectfully submitted,

A handwritten signature in black ink, reading "Darlene L. Burcham".

Darlene L. Burcham
City Manager

The Honorable Mayor and Members of Council
November 3, 2003
Page 2

DLB/SEF

c: William M. Hackworth, City Attorney
Mary F. Parker, City Clerk
Jesse A. Hall, Director of Finance
Beth Neu, Director, Economic Development
Sarah E. Fitton, Engineering Coordinator

CM03-00213

AHS
IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to establish a revenue estimate and appropriate funding for the Blue Hills Drive Extension, amending and reordaining certain sections of the 2003-2004 Capital Projects Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2003-2004 Capital Projects Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

Appropriations

Appropriated from State Grant Funds	008-052-9632-9007	\$ 450,000
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Revenues

Blue Hills Drive Extension	008-052-9632-1373	450,000
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Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



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November 3, 2003

Honorable Ralph K. Smith, Mayor
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Honorable William D. Bestpitch, Council Member
Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Commonwealth Building Lease
Amendment

Background:

On July 1, 1985, the City began leasing space in the Commonwealth Building, located at 210 Church Ave, to the Commonwealth of Virginia, Department of General Services/Division of Engineering and Buildings. The Department of General Services located several departments of the Commonwealth on the ground, first, and third floors of the property. Over the years, various departments have moved throughout the building based on the space needed. Currently, the Department of Fire Programs is leasing approximately 4,800 square feet on the first floor and has determined the current space is more than is needed. Though the current lease is set to expire June 30, 2005, the Department of Fire Programs has expressed its desire to relocate to a smaller office at a location that is better suited for accommodating the large fire safety equipment required to park at the site of this office periodically.

The United States General Services Administration also leases space in the Commonwealth Building for the United States Bankruptcy Court. The Bankruptcy Court has outgrown its space on the 2nd floor of this building and desires to expand its operation within the Commonwealth Building. The Bankruptcy Court has identified its space needs to be very close to the size of the space being vacated by the Fire Programs.

Considerations:

The Department of Fire Programs has requested that the City amend the current lease agreement, reducing the total square footage currently being leased to the Department of

General Services by 4,800 square feet so the Department of Fire Programs may relocate to the new office space that has been identified. Attached is a copy of the lease amendment that will release the Department of General Services of this space effective December 1, 2003. The United States Bankruptcy Court has agreed to begin leasing this space upon the vacation of the Department of Fire Programs and the appropriate renovation of the space. The lease with the Bankruptcy Court will be presented to Council for approval at an upcoming public hearing scheduled at Council's pleasure.

The current rent paid by the Department of General Services for this space is \$10.51 per square foot per year for an annual rental amount of 50,868.40. The General Services Administration's rental rate will be structured to recover all costs associated with the renovation of this space with a market rate increase to the base rent. Based on the loss of the Department of Fire Programs as a tenant in December 2003, countered by the gain of the Bankruptcy court as a tenant in early 2004 with higher rental rates, the net effect on this source of rental revenue is expected to be neutral for FY 2004, with increases projected for FY 2005.

Recommended Action(s):

Authorize the City Manager to execute the attached Lease Amendment permitting the Department of General Services to decrease the amount of space being leased in the Commonwealth Building and permit the Department of Fire Programs to vacate the building effective December 1, 2003.

Respectfully submitted,



Darlene L. Burcham
City Manager

DLB:slm

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Barry L. Key, Director of Management and Budget
Dana Long, Manager of Billings and Collections
Scott L. Motley, Economic Development Specialist

CM03-00216

Second Amendment to Lease

THIS LEASE AMENDMENT, made and entered this 1st day of November, 2003, amends and forms a part of that certain lease (the "Lease") dated the 28th day of March, 1984, as amended April 27, 1992, by and between the City of Roanoke (Lessor) and the Commonwealth of Virginia, Department of General Services/Division of Engineering and Buildings (Lessee).

WHEREAS, the Lease terminates June 30, 2005.

WHEREAS, the United States Bankruptcy Court leases space on the second floor of the building and wishes to expand to certain space currently occupied by the Department of Fire Programs on the first floor of the facility.

NOW THEREFORE, it is hereby agreed:

1. Effective December 1, 2003, Lessee relinquishes and returns to the Lessor 4,840 square feet of space located on the first floor of the building now or formerly occupied by the Department of Fire Programs, whereupon the leased premises is conclusively deemed to contain 28,908 rentable square feet.
2. Notwithstanding any provision of the lease to the contrary, Lessee shall not be responsible for the costs of tenant build-out, maintenance, repair, utilities, custodial services, and any other costs attributable to operations and maintenance of any space within the building except the leased premises; except Lessee shall pay its pro-rata share of the costs of operating and maintaining areas in common with other tenants and its pro-rata share of capital expenses as provided in the Lease.
3. Lessee will deliver peacefully the leased premises in as good order and repair as the same was at the beginning of this Lease, reasonable wear and tear excepted
4. All other provisions of the lease remain unchanged and in full force and effect.

IN WITNESS WHEREOF, this Second Amendment to Lease has been duly executed by the parties by their authorized representatives.

Lessor:

CITY OF ROANOKE, VIRGINIA

ATTEST:

By: _____
Darlene L. Burcham, City Manager

Mary F. Parker, City Clerk

Approved as to Execution

Assistant City Attorney

Lessee:

**COMMONWEALTH OF VIRGINIA,
DEPARTMENT OF GENERAL
SERVICES/DIVISION OF BUILDING
AND ENGINEERING**

By: _____
Richard F. Sliwoski, P.E., Director

Recommend Approval:

Director, Department of General Services

Approval on Behalf of the Governor:

Pursuant to Virginia Code §2.2-1149 and as the official designee of the Governor of Virginia, as authorized and designated by Executive Order 88(01) dated December 21, 2001, I hereby approve relinquishment of the space described herein and execution of this instrument.

Secretary of Administration

Date

D/C
IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE authorizing the amendment of an existing lease agreement between the City of Roanoke and the Commonwealth of Virginia, Department of General Services/Division of Engineering and Buildings, by reducing the amount of square footage being leased in the Commonwealth Building located at 210 Church Avenue, S.W.; authorizing the release of Lessee from a portion of the leased premises, upon certain terms and conditions, and dispensing with the second reading of this ordinance.

WHEREAS, City Council authorized the appropriate City officials to enter into a lease agreement, dated March 28, 1984 and commencing July 1, 1985, ("Lease Agreement"), amended April 28, 1992, between the City of Roanoke and the Commonwealth of Virginia, Department of General Services/Division of Engineering and Buildings ("Lessee") for the lease by Lessee of certain space in the Commonwealth Building ("Leased Premises");

WHEREAS, the Virginia Department of Fire Programs through the Lessee currently occupies approximately 4,800 square feet of the Leased Premised and has determined that more space is needed for its operations and desires to vacate this portion of the Leased Premises;

WHEREAS, the United States Bankruptcy Court occupies space on the second floor of the Commonwealth Building and desires to occupy the area that the Virginia Department of Fire Program currently occupies; and

WHEREAS, the City and the Lessee both desire to amend the Lease Agreement to allow for the reduction of approximately 4,800 square feet from the Leased Premises in the area that the Virginia Department of Fire Program currently occupies, and to release Lessee from the Lease Agreement with respect to such area.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. The City Manager and City Clerk are hereby authorized to execute and attest, respectively, on behalf of the City and upon form approved by the City Attorney, a lease amendment reducing the amount of space by 4,800 square feet, in the Commonwealth Building, located at 210 Church Avenue, S.W., which is currently leased from the City by the Commonwealth of Virginia, Department of General Services/ Division of Engineering and Buildings and occupied by the Virginia Department of Fire Programs, and as is more particularly stated in the City Manager's letter to Council dated November 3, 2003.

2. Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY OF ROANOKE

DEPARTMENT OF FINANCE

215 Church Avenue, S.W., Room 461

P.O. Box 1220

Roanoke, Virginia 24006-1220

Telephone: (540) 853-2821

Fax: (540) 853-6142

JESSE A. HALL

Director of Finance

email: jesse_hall@ci.roanoke.va.us

ANN H. SHAWVER

Deputy Director

email: ann_shawver@ci.roanoke.va.us

November 3, 2003

The Honorable Ralph K. Smith, Mayor
 The Honorable C. Nelson Harris, Vice Mayor
 The Honorable William D. Bestpitch, Council Member
 The Honorable M. Rupert Cutler, Council Member
 The Honorable Alfred T. Dowe, Jr., Council Member
 The Honorable Beverly T. Fitzpatrick, Jr., Council Member
 The Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

SUBJECT: September Financial Report

This financial report covers the first three months of the 2003-2004 fiscal year. The following narrative discusses revenues and expenditures.

REVENUES

General Fund revenues increased 6.9% or \$1,992,288 compared to FY03. Variances in specific categories of revenues are discussed in the following paragraphs. Effective with the 2003-2004 fiscal year, recovered costs are being reported as revenues rather than as reductions of department expenditures as in prior years. This change in reporting has the impact of increasing both revenues and expenditures as compared to the prior year. As of the end of September, approximately \$1,067,000 in recovered costs had been received and was included in the Charges for Services category.

Real estate taxes, due October 5, increased by 7.5% or \$1,103,255 with \$102,325 of the increase specific to additional collections of delinquent real estate tax. Personal property tax revenues are negative at September 30, 2003 as a result of refunds, exonerations and adjustments which exceed assessments, particularly in delinquent personal property tax. However, the majority of personal property tax revenue will be received at the end of the fiscal year, as the tax becomes due.

One item of interest relating to local tax revenues is the performance of retail sales tax. The October collection for the month of August, 2003 increased only .10% when compared to the same month's collection in FY03. On a year-to-date basis, sales tax is presently .3% below the FY03 level.

Other local taxes at September 30, 2003 have increased approximately 3.6% over the same period in FY03 when adjusted to include the electric service utility tax payment that was received on October 1.

Permits and Fees have increased 31.5% (or \$71,362) over FY03 due primarily to an increase in building and other inspection fees as a result of new expansion projects at Maple Leaf Bakery and Magic City Ford and new construction of a daycare facility.

General Fund miscellaneous revenues increased significantly due to the sale of surplus property and a donation for parks. Interfund Services revenues decreased 29.2% primarily due to timing differences in the bill to the Airport for fire safety.

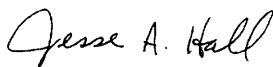
EXPENDITURES AND ENCUMBRANCES

A couple of key changes continue to impact the obligations of the City in the 2003-2004 fiscal year as noted in the previous reports. First, the City granted an average raise of 2.25% to its active employees effective July 1, 2003. Secondly, the City's purchasing division has created an initiative to assure that contractual commitments such as rents are encumbered via purchase order for the annual amount. This has resulted in higher obligations in the current fiscal year compared to the prior fiscal year, but it represents a more realistic assessment of departmental obligations. Also, the changes to recording of recovered costs, discussed above, will result in affected departmental obligations being greater than the prior year since the recovered costs are no longer deducted from obligations.

General fund expenditures and encumbrances have increased 7.5%. Public Safety, primarily the Jail, and Health and Welfare account for the majority of this increase, due specifically to the change in accounting for recovered costs discussed previously.

The transfer to debt service decreased as a result of debt service savings from the Series 2003 refunding issue. Additionally, the payments required on the 2002 Series issues are lower in the current year than in FY03.

I would be pleased to answer questions City Council may have regarding the monthly financial statements.



Director of Finance

JAH/MAL
Attachments

**CITY OF ROANOKE, VIRGINIA
SUMMARY OF CITY MANAGER TRANSFERS
AND AVAILABLE CONTINGENCY
SEPTEMBER 30, 2003**

<u>Transfer Number</u>	<u>Date</u>	<u>Explanation</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
<u>General Fund:</u>					
CMT-774	09/04/03	Purchase of New Police Vehicles	Jail	Fleet Management - Capital Outlay	\$ 55,000
CMT-783	09/09/03	Support Emergency Services Coordinator	City Manager	Environmental Services and Emergency Management	45,873
Total General Fund					<u>\$ 100,873</u>
<u>Capital Projects Fund:</u>					
CMT-753	07/16/03	Trout Run Reconstruction Project	Peters Creek Detention Basins	Trout Run Culvert Repairs	\$ 15,844
CMT-753	07/16/03	Trout Run Reconstruction Project	Capital Improvement Reserve	Trout Run Culvert Repairs	3,723
CMT-756	07/29/03	Fire Building Paving	Capital Improvement Reserve	Surface Lot Paving	15,000
CMT-768	08/26/03	Environmental Costs	Environmental Issues- PWSC	Environmental Issues- Colonial Ave	31,649
CMT-781	09/09/03	10th Street Widening Project	VDOT Highway Projects	10th Street Widening	60,000
CMT-1543	09/10/03	Wonju Street Extension Project	VDOT Highway Projects	Wonju Street Extension	48,892
CMT-1546	09/16/03	Police Building	Fire/EMS Facility Improvement Program	Police Building Design Phase II	50,022
Total Capital Projects Fund					<u>\$ 225,130</u>
<u>Fleet Management Fund:</u>					
CMT-774	09/04/03	New Police Vehicles	Jail	Fleet Management - Capital Outlay	\$ 55,000
Total Fleet Fund					<u>\$ 55,000</u>

Notes:

Under City Code section 2-121 the City Manger has authority to make transfers up to \$75,000 between departments.
The scope of this report is limited to transfers that are \$10,000 or greater.
All contingency transfers are listed on the next page.

**CITY OF ROANOKE, VIRGINIA
SUMMARY OF CITY MANAGER TRANSFERS
AND AVAILABLE CONTINGENCY
SEPTEMBER 30, 2003
(CONTINUED)**

<u>Transfer Number</u>	<u>Date</u>	<u>Explanation</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
<u>Available Contingency</u>					
Balance of Contingency at July 1, 2003					\$ 660,710
Contingency Transfers:					
		Technology Zone Incentive			
CMT-771	09/04/03	Payments	Contingency	Technology Zone	(2,000)
CMT-777	09/09/03	Legal Expenses	Contingency	Economic Development	(7,100)
		Downtown Roanoke, Inc. Website			
CMT-1547	09/19/03	Development	Contingency	Memberships and Affiliations	(10,000)
		Partners of Livable Communities			
CMT-1547	09/19/03	Downtown Wireless Project	Contingency	Memberships and Affiliations	(1,200)
CMT-1548	09/22/03	Camp Virginia Jaycee	Contingency	Memberships and Affiliations	(20,000)
		Pigion and Starling Population			
CMT-786	09/22/03	Control	Contingency	Transporation- Streets and Traffic	(10,000)
Contingency Appropriations Through Budget Ordinances: (none to report)					-
Available Contingency at September 30, 2003					<u>\$ 610,410</u>

**CITY OF ROANOKE, VIRGINIA
GENERAL FUND**

STATEMENT OF REVENUE

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - Sept 30 2002-2003	July 1 - Sept 30 2003-2004	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
General Property Taxes	\$ 14,815,344	\$ 15,907,336	7.37 %	\$ 83,500,217	19.05%
Other Local Taxes	7,011,935	6,645,647	-5.22 %	60,866,657	10.92%
Permits, Fees and Licenses	226,198	297,560	31.55 %	907,302	32.80%
Fines and Forfeitures	322,529	310,706	-3.67 %	1,296,130	23.97%
Revenue from Use of Money and Property	247,942	210,383	-15.15 %	1,093,091	19.25%
Grants-in-Aid Commonwealth	5,279,133	5,224,317	-1.04 %	45,940,204	11.37%
Grants-in-Aid Federal Government	-	-	0.00 %	34,300	0.00%
Charges for Services	597,689	1,922,522	221.66 %	8,469,262	22.70%
Miscellaneous Revenue	31,987	73,483	129.73 %	420,474	17.48%
Internal Services	229,378	162,469	-29.17 %	2,529,153	6.42%
Total	\$ 28,762,135	\$ 30,754,423	6.93 %	\$ 205,056,790	15.00%

STATEMENT OF EXPENDITURES AND ENCUMBRANCES

Expenditures	Year to Date for the Period			Current Fiscal Year		
	July 1 - Sept 30 2002-2003	July 1 - Sept 30 2003-2004	Percentage of Change	Unencumbered Balance	Revised Appropriations	Percent of Budget Obligated
General Government	\$ 2,902,883	3,013,895	3.82 %	\$ 8,851,827	\$ 11,865,722	25.40%
Judicial Administration	1,566,810	1,533,019	-2.16 %	5,036,589	6,569,608	23.34%
Public Safety	11,864,276	15,382,707	29.66 %	34,659,163	50,041,870	30.74%
Public Works	8,059,451	7,474,670	-7.26 %	17,805,343	25,280,013	29.57%
Health and Welfare	5,545,860	7,347,748	32.49 %	21,223,652	28,571,400	25.72%
Parks, Recreation and Cultural	1,353,384	1,602,643	18.42 %	3,880,784	5,483,427	29.23%
Community Development	1,534,153	1,817,017	18.44 %	4,296,948	6,113,965	29.72%
Transfer to Debt Service Fund	12,016,456	10,267,097	-14.56 %	5,075,735	15,342,832	66.92%
Transfer to School Fund	12,370,997	12,222,362	-1.20 %	36,667,084	48,889,446	25.00%
Transfer to School Capital Fund	-	1,025,630	100.00 %	-	1,025,630	100.00%
Nondepartmental	3,108,987	3,179,731	2.28 %	9,486,385	12,666,116	25.10%
Total	\$ 60,323,257	64,866,519	7.53 %	\$ 146,983,510	\$ 211,850,029	30.62%

**CITY OF ROANOKE, VIRGINIA
SCHOOL FUND STATEMENT OF REVENUE**

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - Sept 30 2002-2003	July 1 - Sept 30 2003-2004	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
State Sales Tax	\$ 795,466	\$ 814,840	2.44 %	\$ 9,162,397	8.89 %
Grants-in-Aid Commonwealth	9,106,973	9,217,618	1.21 %	44,486,858	20.72 %
Grants-in-Aid Federal Government	16,038	32,678	103.75 %	119,048	27.45 %
Charges for Services	226,416	266,442	17.68 %	2,271,378	11.73 %
Transfer from General Fund	12,370,997	12,222,362	-1.20 %	48,889,446	25.00 %
Total	\$ 22,515,890	\$ 22,553,940	0.17 %	\$ 104,929,127	21.49 %

SCHOOL FUND STATEMENT OF EXPENDITURES AND ENCUMBRANCES

Expenditures	Year to Date for the Period			Current Fiscal Year		
	July 1 - Sept 30 2002-2003	July 1 - Sept 30 2003-2004	Percentage of Change	Unencumbered Balance	Revised Appropriations	Percent of Budget Obligated
Instruction	\$ 11,481,106	\$ 11,415,013	-0.58 %	\$ 67,358,914	\$ 78,773,927	14.49 %
General Support	1,008,791	969,451	-3.90 %	3,188,822	4,158,273	23.31 %
Transportation	592,873	727,116	22.64 %	3,722,823	4,449,939	16.34 %
Operation and Maintenance of Plant	3,238,577	3,143,155	-2.95 %	7,792,646	10,935,801	28.74 %
Facilities	952,074	2,019,607	112.13 %	537,705	2,557,312	78.97 %
Other Uses of Funds	5,371,037	6,129,307	14.12 %	2,053,950	8,183,257	74.90 %
Total	\$ 22,644,458	\$ 24,403,649	7.77 %	\$ 84,654,860	\$ 109,058,509	22.38 %

**CITY OF ROANOKE, VIRGINIA
WATER FUND
COMPARATIVE INCOME STATEMENT
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
Operating Revenues		
Commercial Sales	\$ 1,106,720	\$ 996,989
Domestic Sales	638,262	501,346
Industrial Sales	158,935	134,988
Town of Vinton	4,708	4,356
City of Salem	4,532	7,795
County of Botetourt	55,045	49,345
County of Bedford	3,649	(3,030)
Customer Services	152,215	79,201
Charges for Services	249,514	698,602
	<u>2,373,580</u>	<u>2,469,592</u>
Total Operating Revenues	<u>2,373,580</u>	<u>2,469,592</u>
Operating Expenses		
Personal Services	1,146,942	1,096,568
Operating Expenses	832,615	990,903
Purchased Water - Roanoke County	-	262,839
Purchased Water - City of Salem	-	205,119
Depreciation	447,471	418,688
	<u>2,427,028</u>	<u>2,974,117</u>
Total Operating Expenses	<u>2,427,028</u>	<u>2,974,117</u>
Operating Loss	<u>(53,448)</u>	<u>(504,525)</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	15,571	32,698
Rent	43,305	25,500
Main Extension Agreements	104,490	-
Miscellaneous Revenue	17,156	15,523
Interest and Fiscal Charges	(282,209)	(239,488)
	<u>(101,687)</u>	<u>(165,767)</u>
Net Nonoperating Expenses	<u>(101,687)</u>	<u>(165,767)</u>
Net Loss	<u><u>\$ (155,135)</u></u>	<u><u>\$ (670,292)</u></u>

**CITY OF ROANOKE, VIRGINIA
WATER POLLUTION CONTROL FUND
COMPARATIVE INCOME STATEMENT
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
Operating Revenues		
Sewage Charges - City	\$ 1,370,659	\$ 1,204,263
Sewage Charges - Roanoke County	314,761	154,626
Sewage Charges - Vinton	64,455	40,006
Sewage Charges - Salem	268,013	75,753
Sewage Charges - Botetourt County	39,228	30,564
Customer Services	143,891	110,351
Interfund Services	48,988	60,209
Total Operating Revenues	<u>2,249,995</u>	<u>1,675,772</u>
Operating Expenses		
Personal Services	610,711	534,258
Operating Expenses	1,116,760	1,063,237
Depreciation	460,185	472,724
Total Operating Expenses	<u>2,187,656</u>	<u>2,070,219</u>
Operating Revenue (Loss)	<u>62,339</u>	<u>(394,447)</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	22,219	41,643
Miscellaneous Revenue	-	321
Capital Contributions - Other Jurisdictions	8,765	-
Interest and Fiscal Charges	(181,821)	(185,972)
Net Nonoperating Expenses	<u>(150,837)</u>	<u>(144,008)</u>
Net Loss	<u><u>\$ (88,498)</u></u>	<u><u>\$ (538,455)</u></u>

**CITY OF ROANOKE, VIRGINIA
CIVIC FACILITIES FUND
COMPARATIVE INCOME STATEMENT
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
Operating Revenues		
Rentals	\$ (32,318)	\$ 18,636
Event Expenses	(18,176)	7,568
Display Advertising	2,500	-
Admissions Tax	(45,782)	(4,949)
Electrical Fees	(60)	690
Facility Surcharge	(91,435)	19,217
Charge Card Fees	1,663	445
Commissions	(4,624)	587
Catering/Concessions	(49,308)	70,396
Other	<u>(1,430)</u>	<u>(459)</u>
Total Operating Revenues	<u>(238,970)</u>	<u>112,130</u>
Operating Expenses		
Personal Services	455,498	394,198
Operating Expenses	251,517	463,984
Depreciation	<u>131,907</u>	<u>128,470</u>
Total Operating Expenses	<u>838,922</u>	<u>986,652</u>
Operating Loss	<u>(1,077,892)</u>	<u>(874,522)</u>
Nonoperating Revenues		
Interest on Investments	6,200	11,060
Transfer from Capital Projects Fund	260,000	-
Transfer from General Fund	35,000	200,000
Transfer from General Fund - Victory Stadium	11,450	-
Transfer to Debt Service Fund	(43,784)	-
Miscellaneous	<u>11,852</u>	<u>(49)</u>
Total Nonoperating Revenues	<u>280,718</u>	<u>211,011</u>
Net Loss	<u><u>\$ (797,174)</u></u>	<u><u>\$ (663,511)</u></u>

Note: Reversal of year end accruals with little offsetting activity in the current year caused certain revenues to have negative balances at September 30th.
As events are closed from the Civic Center revolving account to the City, these revenue balances will become positive.

**CITY OF ROANOKE, VIRGINIA
PARKING FUND
COMPARATIVE INCOME STATEMENT
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
Operating Revenues		
Century Station Parking Garage	\$ 99,459	\$ 100,452
Williamson Road Parking Garage	122,529	96,303
Gainsboro Surface	10,473	8,432
Market Square Parking Garage	53,756	63,286
Church Avenue Parking Garage	133,944	143,259
Tower Parking Garage	103,645	87,352
Gainsboro Parking Garage	12,884	8,736
Williamson Road Surface Lots	19,157	19,787
Norfolk Avenue Surface Lot	15,201	15,096
Other Surface Lots	31,735	-
Total Operating Revenues	<u>602,783</u>	<u>542,703</u>
Operating Expenses		
Operating Expenses	182,954	184,765
Depreciation	135,912	139,534
Total Operating Expenses	<u>318,866</u>	<u>324,299</u>
Operating Income	<u>283,917</u>	<u>218,404</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	-	3,089
Transfer from General Fund	-	115,000
Interest and Fiscal Charges	(105,635)	(146,953)
Miscellaneous	-	140
Net Nonoperating Expenses	<u>(105,635)</u>	<u>(28,724)</u>
Net Income	<u><u>\$ 178,282</u></u>	<u><u>\$ 189,680</u></u>

**CITY OF ROANOKE, VIRGINIA
MARKET BUILDING FUND
INCOME STATEMENT
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2003**

	<u>FY 2004</u>
Operating Revenues	
Retail Space Rental	<u>\$ 56,663</u>
Total Operating Revenues	<u>56,663</u>
Operating Expenses	
Operating Expense	78,153
Depreciation	<u>633</u>
Total Operating Expenses	<u>78,786</u>
Operating Loss	<u>(22,123)</u>
Nonoperating Revenues	
Interest on Investments	<u>766</u>
Total Nonoperating Revenues	<u>766</u>
Net Loss	<u><u>\$ (21,357)</u></u>

CITY OF ROANOKE, VIRGINIA
CITY TREASURER'S OFFICE
GENERAL STATEMENT OF ACCOUNTABILITY
FOR THE MONTH ENDED SEPTEMBER 30, 2003

TO THE DIRECTOR OF FINANCE:

GENERAL STATEMENT OF ACCOUNTABILITY OF THE CITY TREASURER OF THE CITY OF ROANOKE, VIRGINIA FOR
 THE FUNDS OF SAID CITY FOR THE MONTH ENDED SEPTEMBER 30, 2003.

FUND	BALANCE AT AUG 31, 2003	RECEIPTS	DISBURSEMENTS	BALANCE AT SEPT 30, 2003	BALANCE AT SEPT 30, 2002
GENERAL	(\$6,437,179.48)	\$24,216,503.32	\$15,694,093.68	\$2,085,230.16	\$5,252,355.50
WATER	3,080,956.59	739,883.96	615,831.19	3,205,009.36	6,253,000.15
WATER POLLUTION CONTROL	8,497,619.22	2,326,077.02	2,010,132.42	8,813,563.82	9,145,789.11
CIVIC FACILITIES	1,778,482.10	194,470.37	958,984.64	1,013,967.83	3,309,311.90
PARKING	(2,573,205.84)	201,287.81	213,737.96	(2,585,655.99)	46,639.48
CAPITAL PROJECTS	52,132,487.14	106,493.10	1,091,048.15	51,147,932.09	60,528,940.57
MARKET BUILDING OPERATIONS	299,519.85	17,308.27	39,232.96	277,595.16	0.00
CONFERENCE CENTER	3,925,413.32	1,789.53	23,025.81	3,904,177.04	4,242,325.14
RKE VALLEY DETENTION COMM	0.00	0.00	0.00	0.00	2,606.00
DEBT SERVICE	14,761,400.38	0.00	5,097,761.00	9,663,639.38	8,083,639.55
DEPT OF TECHNOLOGY	3,850,434.49	228,910.83	284,510.09	3,794,835.23	5,204,974.36
FLEET MANAGEMENT	1,289,754.23	161,604.96	533,825.56	917,533.63	801,180.28
PAYROLL	(9,824,093.20)	11,482,439.75	13,380,470.88	(11,722,124.33)	(11,791,691.20)
RISK MANAGEMENT	11,856,220.65	698,242.41	718,218.96	11,836,244.10	11,755,061.07
PENSION	1,094,433.80	1,383,814.04	1,544,464.99	933,782.85	854,751.83
SCHOOL FUND	10,974,979.14	6,480,215.51	4,582,220.63	12,872,974.02	13,417,438.91
SCHOOL CAPITAL PROJECTS	7,605,138.16	1,942,889.28	948,351.04	8,599,676.40	7,099,353.94
SCHOOL FOOD SERVICE	344,274.09	106,178.56	223,222.15	227,230.50	41,862.36
FDETC	(4,019.63)	0.00	14,874.48	(18,894.11)	206,035.69
GRANT	785,233.81	803,855.96	660,374.48	928,715.29	30,800.62
TOTAL	\$103,437,848.82	\$51,091,964.68	\$48,634,381.07	\$105,895,432.43	\$124,484,375.26

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE STATEMENT OF MY ACCOUNTABILITY TO THE CITY OF ROANOKE, VIRGINIA, FOR THE FUNDS OF THE VARIOUS ACCOUNTS THEREOF FOR THE MONTH ENDED SEPTEMBER 30, 2003.
 THAT SAID FOREGOING:

CASH:

CASH IN HAND	\$21,398.47
CASH IN BANK	2,680,587.16

INVESTMENTS ACQUIRED FROM COMPETITIVE PROPOSALS:

COMMERCIAL HIGH PERFORMANCE MONEY MARKET	2,263,381.50
LOCAL GOVERNMENT INVESTMENT POOL	20,395,824.64
MONEY MANAGEMENT ACCOUNT	10,420,175.70
REPURCHASE AGREEMENTS	15,000,000.00
U. S. AGENCIES	18,524,375.00
VIRGINIA AIM PROGRAM (U. S. SECURITIES)	36,589,689.96
TOTAL	<u>\$105,895,432.43</u>

DATE: OCTOBER 13, 2003


 DAVID C. ANDERSON, TREASURER

**CITY OF ROANOKE PENSION PLAN
STATEMENT OF CHANGES IN PLAN NET ASSETS
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
<u>Additions:</u>		
Employer Contributions	\$ 1,101,002	\$ 850,603
Investment Income		
Net Appreciation (Depreciation) in Fair Value of Investments	4,339,353	(30,324,846)
Interest and Dividend Income	369,795	325,597
Total Investment Income (Loss)	4,709,148	(29,999,249)
Less Investment Expense	9,050	(81,353)
Net Investment Income (Loss)	4,700,098	(29,917,896)
Total Additions (Deductions)	<u>\$ 5,801,100</u>	<u>\$ (29,067,293)</u>
 <u>Deductions</u>		
Benefits Paid to Participants	\$ 4,427,882	\$ 4,069,462
Administrative Expenses	(1,460)	15,652
Total Deductions	<u>4,426,422</u>	<u>4,085,114</u>
 Net Increase (Decrease)	 1,374,678	 (33,152,407)
 Net Assets Held in Trust for Pension Benefits:		
 Fund Balance July 1	 283,983,057	 289,534,315
Fund Balance September 30	<u><u>\$285,357,735</u></u>	<u><u>\$256,381,908</u></u>

Note: Negative amounts reflect the reversal of accrual accounting entries made for fiscal year-end financial reporting purposes.

**CITY OF ROANOKE PENSION PLAN
BALANCE SHEET
SEPTEMBER 30, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
<u>Assets</u>		
Cash	\$ 915,216	\$ 854,337
Investments, at Fair Value	285,914,436	256,878,592
Due from Other Funds	1,590	1,590
Other Assets	<u>6,150</u>	<u>5,785</u>
Total Assets	<u>\$ 286,837,392</u>	<u>\$ 257,740,304</u>
 <u>Liabilities and Fund Balance</u>		
Liabilities:		
Due to Other Funds	\$ 1,479,593	\$ 1,350,517
Accounts Payable	<u>64</u>	<u>7,879</u>
Total Liabilities	<u>1,479,657</u>	<u>1,358,396</u>
Fund Balance:		
Fund Balance, July 1	283,983,057	289,534,315
Net Gain (Loss) - Year to Date	<u>1,374,678</u>	<u>(33,152,407)</u>
Total Fund Balance	<u>285,357,735</u>	<u>256,381,908</u>
Total Liabilities and Fund Balance	<u>\$ 286,837,392</u>	<u>\$ 257,740,304</u>